



## **FORMAL COMMUNICATION**

TO: Indiana's Workforce Investment System

FROM: Randy Gillespie, Director  
Budgeting & Grant Accounting

A handwritten signature in dark ink, appearing to be "RG", is written over the printed name and title of Randy Gillespie.

DATE: March 9, 2009

### **Technical Assistance Bulletin**

**TAB 2008-15**

### **Guidance on Rapid Response Activities for State Merit Staff**

#### ***Background***

Regional Operators and the Indianapolis Private Industry Council were provided additional Rapid Response funding to the allocations provided in DWD Policy 2008-14 to ensure rapid response activities are provided to dislocated workers. With the additional Rapid Response funding, some regions have been provided the authority to hire additional State intermittent staff to assist with the increase in Unemployment Insurance claims. This operational directive provides guidance on which activities State merit staff may charge to Rapid Response funding.

#### ***Content***

The Rapid Response funding source may be used by State merit staff to assist dislocated workers in obtaining reemployment as soon as possible. Workforce Investment Act Section 101(38) explains the definition of Rapid Response and allowable activities. Rapid Response activities which can be charged to Rapid Response funding include State merit staff assisting customers with registration for available services, such as Indiana Career Connect and Trade Adjustment Assistance, and with the initial filing for Unemployment Insurance benefits. The assistance may occur as a Welcome Team activity, during a Rapid Response Orientation, or other similar activity. The most critical factor for charging to the Rapid Response funding source is that the customer is already enrolled or will be enrolled under the Rapid Response funding source.

The Rapid Response funding source can not be used to assist customers with claim issues after the initial voucher is filed.

Questions concerning charging time to the Rapid Response funding source may be directed to Tony Cross, Director of Northern Operations, for Northern Operations or Nancy Davisson, Director of Southern Operations, for Southern Operations. Tony can be reached at 317-234-4133 or by e-mail at [tcross@dwd.in.gov](mailto:tcross@dwd.in.gov); Nancy can be reached at 812-882-8770 x 226 or by email at [ndavisson@dwd.in.gov](mailto:ndavisson@dwd.in.gov)

***Please note that previously issued Technical Assistance Bulletins can be reviewed on the Indiana Department of Workforce Development website at: <http://www.in.gov/dwd/2554.htm>***

Mitchell E. Daniels, Jr., Governor  
Teresa L. Voors, Commissioner

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